

**FEDERAL CLERKSHIP
OFFICE OF THE CLERK - LEGAL DIVISION
U.S. COURT OF APPEALS FOR THE THIRD CIRCUIT**

The Office of the Clerk - Legal Division (formerly the Office of Staff Attorneys) for the United States Court of Appeals for the Third Circuit anticipates hiring several attorneys for two- year clerkships commencing in **September 2005**. Third year students and recent graduates are invited to apply.

Staff Attorneys based in Philadelphia work under the supervision of the clerk and chief deputy clerk for the Legal Division. They provide legal research and assistance to the court as needed. While primarily a research and writing clerkship, the position also may entail case management responsibilities.

The starting salary for entry level attorneys currently is \$50,898 (classification level 27-25). One full year of post-graduate legal experience and Bar membership is necessary for appointment at classification level 28/25.

Staff attorneys have gone on to a variety of positions following their clerkships with the Court of Appeals for the Third Circuit. Those who have chosen to continue in government service have worked for the U.S. Department of Justice, the U.S. Department of Labor, the U.S. House of Representatives, and the U.S. Department of the Treasury, as well as for U.S. Attorneys Offices, federal and state Offices of Public Defenders, and state Offices of Attorney General or District Attorney. Those attorneys who have chosen private practice now work for a variety of law firms - both large and small - throughout the United States. One staff attorney was selected for the Justice Department's Honors Program; another was chosen for a Skadden Fellowship.

Applicants must have a strong academic background and demonstrated research and writing ability. Maturity, good judgment, high ethical standards, flexibility in handling assignments, and a positive work attitude are required. Law review, moot court, clinic or internship experience is desirable. Course work or work experience in the following areas also is helpful: civil rights; post-conviction remedies, including habeas corpus; criminal law; prisoner law; employment law; and immigration law.

APPLICATION PROCESS: To apply, you **must** submit the following documents to the Office of the Clerk - Legal Division by the deadline stated below:

- (1) Résumé, with cover letter;
- (2) Current law school transcript (a copy of an **official** transcript is acceptable);
and
- (3) Writing sample edited by self only. (If you submit a published law review note, you also must submit an additional writing sample edited by self only).

DEADLINE: All applications must be postmarked no later than **Friday, October 15, 2004**. Applications will be considered for positions immediately available as well as any that become available through calendar year 2005. Late applications will be considered only if positions remain available after consideration of timely applications. **Incomplete applications will not be considered.**

ADDRESS: Marisa J.G. Watson, Chief Deputy, Office of the Clerk - Legal Division, Room 4416, William J. Green, Jr. Federal Building, 600 Arch Street, Philadelphia, PA 19106-1616.

BENEFITS AND OTHER INFORMATION:

Federal law clerks and staff attorneys are not included in the government's civil service classification. Benefits to which law clerks and staff attorneys are entitled include:

Insurance and other benefit programs: Eligible to participate in federal health benefits and life insurance programs; flexible benefit program (medical and dependent care); and commuter benefit program.

Paid Vacations: 13 to 26 days per year, depending on length of federal service.

Paid Holidays: 10 days per year.

Sick Leave: 13 days per year.

PLEASE DIRECT FURTHER INQUIRIES, IN WRITING, TO THE ADDRESS PROVIDED ABOVE. **TELEPHONE INQUIRIES ARE DISCOURAGED.**

THE COURT OF APPEALS FOR THE THIRD CIRCUIT IS COMMITTED TO EQUAL OPPORTUNITY FOR ALL APPLICANTS.

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